

## **REQUEST FOR APPLICATIONS (RFA)**

**RFA NO.: ECE082010**

**Government of the District of Columbia  
Office of the State Superintendent of Education  
Division of Early Childhood Education**

**Fiscal Year 2011**

# **In-home and Relative Child Care Provider Monitoring, Mentoring and Technical Assistance**

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding under the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) Child Care and Development Fund (CCDF).

<b>Announcement Date:</b>	<b>August 20, 2010</b>
<b>RFA Release Date:</b>	<b>August 20, 2010</b>
<b>Pre-application Conference Date:</b>	<b>September 2, 2010</b>
<b>Application Submission Deadline Date:</b>	<b>September 20, 2010, 3:30 p.m. DST</b>

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

## **NOTICE**

### **PRE-APPLICATION CONFERENCE**

#### **ATTENDANCE IS RECOMMENDED**

#### **In-home and Relative Child Care Provider Monitoring, Mentoring and Technical Assistance**

**WHEN:** Thursday, September 2, 2010

**WHERE:** Office of the State Superintendent of Education  
Division of Early Childhood Education  
717 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor Conference Room  
Washington, DC 20005

**TIME:** 10:00 a.m. – 12 noon, DST

**CONTACT PERSON:** Helen Jordan  
Management Analyst  
Office of the State Superintendent of Education (OSSE)  
Division of Early Childhood Education (ECE)  
717 14<sup>th</sup> Street, NW, 12<sup>th</sup> Floor  
Washington, DC 20005  
(202) 727-1839  
[helen.jordan@dc.gov](mailto:helen.jordan@dc.gov)

Please RSVP to the OSSE/ECE no later than **Friday, August 27, 2010**, as seating is limited. You may RSVP to Angelia McDuffie, Staff Assistant via telephone at (202) 727-1839, or via e-mail to [angelia.mcduffie@dc.gov](mailto:angelia.mcduffie@dc.gov)

## **DEADLINES AND IMPORTANT DATES**

RFA Announcement	August 20, 2010
RFA Release	August 20, 2010
Last Day to Register for the Pre-Application Conference	August 27, 2010
Pre-Application Conference	September 2, 2010 – 10:00 a.m. to 12:00 noon DST
Written Q&A Deadline	September 7, 2010
Answers To Questions Available At: <a href="http://www.opgs.dc.gov">www.opgs.dc.gov</a>	September 10, 2010
Application Submission Deadline	September 20, 2010 at 3:30 p.m. DST
Award Announcements	September 29, 2010
Start & End of Project	October 1, 2010 – September 30, 2011

## Checklist for Applications

### In-home and Relative Provider Monitoring, Mentoring and Technical Assistance

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- ☐ The applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for OSSE/ECE approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The Budget and Funding Information is complete and complies with the format found in Attachment H of the RFA.
- ☐ The Board of Directors List is complete and complies with the format found in Attachment I of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment J of the RFA) for each collaborative partner.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment K of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- ☐ The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section VI, Application Format, listed on page 16 of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to Office of the State Superintendent of Education, Division of Early Childhood Education, 810 1<sup>st</sup> Street, NE, Fourth Floor, Washington, DC 20002, no later than **3:30 p.m. DST**, on the deadline date of **September 20, 2010**.

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## **SECTION 1: GENERAL INFORMATION**

### **Introduction**

The District of Columbia Office of the State Superintendent of Education, Division of Early Childhood Education (OSSE/ECE) is the lead agency responsible for coordinating early childhood education for children and their families in the District of Columbia. The Division of Early Childhood Education provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high-quality early childhood development programs. It works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports.

Much of the child care in the District of Columbia is provided in homes by family members and relatives. For many low-income District of Columbia residents, in-home child care is more affordable and, in some cases, in-home and relative child care is preferred. However, in-home child care providers may lack the skills, training, and knowledge required to nurture children's physical, social, emotional and intellectual growth. Furthermore, many of the license-exempt in-home or relative child care providers work in isolation and are not aware of the resources and the network available to them. Consequently, these children may not be receiving the quality of care that is needed.

The OSSE/ECE Child Care Subsidy Program (CCSP) subsidizes the cost of child care by making payments directly to in-home and relative care providers on behalf of eligible families. Low-income families who choose in-home or relative child care providers can apply for financial support from the CCSP.

OSSE/ECE is seeking one (1) grantee to improve the services delivered by in-home and relative child care providers who participate in the OSSE/ECE Child Care Subsidy Program (CCSP). The Grantee will be expected to improve the services given by these providers so they can improve the development and school-readiness of the children in their care through provider training, monitoring, networking, and newsletters.

### **Target Populations**

The target population is license-exempt in-home and relative child care providers who receive funds for providing child care from the OSSE/ECE administered Child Care Subsidy Program (CCSP).

### **Eligible Organizations/Entities**

To be eligible for an award, applicants must be licensed to do business in the District of Columbia and must be certified by the District of Columbia Professional Development System for Early Childhood Professionals or agree to become certified within six (6) months of the award.

**Note:** Two or more entities partnering together to design and implement services under this grant are required to complete and submit the Collaboration Commitment Form, Attachment I, with their application submission.

### **Source of Grant Funding**

Funds are made available through the Child Care and Development Block Grant(CCDBG) from the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF).

### **Award Period**

The base period of performance will not exceed twelve (12) months from the date of execution of the award. At its option, OSSE/ECE may extend the performance period up to twelve (12) months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed sixty (60) months, which will be the sum of the twelve (12) month base period plus four (4) one-year option periods. Any extension of the performance period is contingent upon compliance with all terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds.

### **Grant Awards and Amounts**

Funds in the amount of \$75,000.00 are available to support one (1) grant awarded under this RFA. OSSE/ECE reserves the right to award one (1) grantee. The OSSE/ECE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

The OSSE/ECE also reserves the right to cancel this solicitation and to not award a grant for this requirement. The OSSE/ECE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE/ECE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the applicant's sole responsibility.

The OSSE/ECE also reserves the right to accept or deny any or all applications if the OSSE/ECE determines it is in the best interest of the agency to do so. The OSSE/ECE shall notify the applicant if it rejects that applicant's proposal. The OSSE/ECE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.



## **Terms and Conditions**

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Anti-Deficiency Considerations**

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

## **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the Applicant's submission.

## **Contact Person**

For further information, please contact:

Ms. Helen Jordan  
Management Analyst  
Office of the State Superintendent of Education  
Division of Early Childhood Education  
717 14<sup>th</sup> Street, NW, Twelfth Floor  
Washington, DC 20005  
(202) 727-5045  
[helen.jordan@dc.gov](mailto:helen.jordan@dc.gov)

## **Internet**

In order to receive updates and/or addenda to this RFA, or other related information, Applicants who obtain this RFA through the Internet are advised to immediately email the following information to Ms. Helen Jordan, Management Analyst, OSSE/ECE, at [helen.jordan@dc.gov](mailto:helen.jordan@dc.gov):

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- E-mail address

### **Pre-application Conference**

The Pre-Application Conference will be held Thursday, **September 2, 2010** from 10:00 a.m. 12:00 DST, at 717 14<sup>th</sup> Street NW, Eighth Floor Conference Room, Washington, DC 20005.

### **Explanations to Prospective Applicants**

Applicants are encouraged to mail, fax, or e-mail their questions to Ms. Helen Jordan, Management Analyst, OSSE/ECE, at [helen.jordan@dc.gov](mailto:helen.jordan@dc.gov) on or before **Tuesday, September 7, 2010**. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date. A response to all questions will be posted on the Office of Partnerships and Grant Services (OPGS) website, [www.opgs.dc.gov](http://www.opgs.dc.gov) on Friday, September 10, 2010.

## **SECTION II: PROGRAM SCOPE**

### **Overview**

The Grantee will be responsible for the following services:

- Providing training to a minimum of sixty (60) in-home and relative care providers who participate in the OSSE/ECE-administered Child Care Subsidy Program (CCSP);
- Conducting telephone calls to in-home and relative care providers that fail to submit children's monthly attendance reports on time;
- Conducting a minimum of two (2) forty-five (45) minutes home visits per provider to provide technical assistance, guidance and mentoring services;
- Developing and implementing a networking program for providers so that they are aware of others providing similar child care services and resources available to them for additional support; and
- Developing and distributing a bi-monthly newsletter to providers and OSSE/ECE.

### **General Responsibilities**

#### *Provider Training*

Most in-home and relative child care providers have children of their own and/or have cared for children before, but have little or no formal training in child care. Therefore, they may need training to develop and enhance their skills and gain knowledge in early care and education that will enable them to provide high quality child care services.

The Grantee will be responsible for providing two-hour training classes bi-monthly for a total of at least eight (8) training classes during the grant period that are designed to improve the knowledge and skills of in-home and relative child care providers. Classes must cover a range of topics and issues specific to the needs of the target population. Examples of such topic areas may include, but are not limited to, child health, safety, and nutrition; pediatric CPR and first aid; child development; abuse and neglect; and other information and resources available for improving early childhood education services.

The Grantee must develop all of the materials necessary to accomplish the objectives of the training program. The Grantee will be responsible for distributing all training program materials to the providers. Training should be provided in locations convenient to the providers and at hours when the providers are most likely to be able to attend.

The Applicant must describe in its grant application, its proposed program content, structure, and training schedule for OSSE/ECE approval.

### *Home Visits*

The Grantee will be expected to make a minimum of two (2) home visits for no less than forty-five (45) minutes each to in-home and relative-care providers who participate in the CCSP. The purpose of the home visits is to provide an opportunity for providers to receive individualized assistance and mentoring at the site where they provide services.

In-home and relative providers are license-exempt; therefore a provider's participation is strictly voluntary. However, the home visit is a key opportunity for each provider to receive individualized support. Furthermore, the home visit provides an opportunity for the Grantee to assist OSSE/ECE in monitoring each provider to ensure that child care services are provided in a healthy and safe environment.

The Grantee should conduct home visits in a courteous, gracious, and culturally sensitive manner. The Grantee will document all attempts to arrange each home visit. Following each home visit, or failed attempt, the Grantee will be expected to submit a report to the OSSE/ECE documenting observations, accomplishments, issues, and next steps.

### *Networking Program*

The purpose of the networking program is to stimulate an exchange of information among in-home and relative child care providers and allow providers to observe how their peers address various issues related to high quality child care. Providers should gain access to additional resources available from the OSSE/ECE as well as other organizations.

The Grantee must encourage providers to improve their child care knowledge and skills through person-to-person contact, workshops, home visits, telephone calls, and other forms of networking and support.

The Grantee must develop appropriate materials necessary to accomplish the objectives of the networking program including translating materials into other languages as needed depending on the English proficiency of the providers.

### *Bi-monthly Newsletter*

The Grantee must publish and distribute a bi-monthly newsletter to all providers that promotes and explains the objectives of the In-home and Relative Provider Monitoring, Mentoring and Technical Program. The newsletter should provide meaningful information that further enhances providers' knowledge, skills, and competencies in child health, safety and development. The newsletter should also serve as an additional outreach tool between the OSSE/ECE and the target population. The Grantee must propose and develop the content and format of the newsletter.

### *Child Attendance Report Telephone Reminder Call*

The Grantee shall call the providers upon notification by the Grant Monitor that the provider has failed to submit a child's attendance report to OSSE/ECE. The Grantee shall provide technical assistance to the provider in completing the attendance report and follow-up in the subsequent month to ensure that the provider has submitted the child's attendance report correctly and on-time.

### **Additional Grantee Responsibilities**

- The Grantee will be expected to produce and/or acquire informational materials related to the program. The information materials may include, but are not limited to, handouts, brochures, signs, banners, books, and booklets.
- The Grantee must submit any proposed printed materials, or materials acquired from outside sources for OSSE/ECE's review and approval prior to their use and dissemination under this grant. Where appropriate, the Grantee must translate its program information into the languages of the target populations that it serves or, at a minimum, into four (4) of the five (5) languages required by the Language Access Act. These languages include Spanish, Chinese, Vietnamese, and Amharic.
- The Grantee will be expected to assist OSSE/ECE in reviewing translated materials for accuracy and field-testing the translated materials in the target populations being served to ensure that the translated materials are culturally and linguistically appropriate for the communities.
- The Grantee will be expected to assist OSSE/ECE in distributing these materials, including translated materials, to the target communities.

### **Performance Standards and Quality Assurance**

OSSE/ECE expects that the Grantee's performance will result in measurable quality improvement in the child care services of in-home and relative providers. Grantee(s) will be expected to meet with OSSE/ECE to share information and technical assistance related to the status of grant activities, education, services, and literature. At the conclusion of each training course, the Grantee must conduct a Satisfaction Survey and use the results of this survey to improve program operations.

### **OSSE/ECE Responsibilities**

OSSE/ECE will assign a Grant Monitor to monitor the project. The Grant Monitor will:

- Review all written policies and procedures applicable to the project;
- Track and review monthly invoice and supporting documentation;

- Review all monthly and quarterly progress reports, conduct site visits, and hold periodic conferences with each grantee to assess the Grantee's performance;
- Monitor and evaluate the performance of the Grantee according to the scope of work and related service delivery standards to determine the quality of the services delivered and the Grantee's ability to deliver services; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program;

The Grantee must provide the Grant Monitor and other authorized representatives of OSSE/ECE and the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes.

### **Confidentiality of Records**

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to OSSE/ECE. Specifically, the Applicant must agree to and abide by the following conditions:

- Participant records shall be kept confidential and shall not be open to the public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project staff, including volunteers, prior to engaging in work with participants and their families, shall sign a confidentiality statement. The Applicant shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the program.

### **Reporting Requirements**

The Grantee will be required to report information in a manner consistent with the OSSE's database management information system requirements. At a minimum, the Grantee will be required to submit both monthly and quarterly reports to the Grant Monitor in an electronic

status of activities. Quarterly reports will summarize progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Reporting may require details for each referred individual as well as aggregate report of monthly accomplishments. The format for reporting will be prescribed by OSSE/ECE and will be required to facilitate prompt review of grantee accomplishments in support of payment.

### **Security Certifications**

The Applicant must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE/ECE Compliance and Integrity Division which will determine the employee's suitability for employment.

### **Certifications, Licenses, and Assurances and Acknowledgement**

Applicants shall complete and return the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in Attachments B and C with the application submission.

### **SECTION III: GENERAL PROVISIONS**

#### **Insurance**

The applicant that is awarded the grant under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and sub-contractors.

#### **Audits**

The applicant shall provide a copy of its most recent and complete set of audited or certified financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

At any time or times before final payment and three (3) years thereafter, the District may have the Grantee's expenditure statements and source documentation audited.

#### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and the District of Columbia Human Rights Act of 1977, as amended March 14, 2007, no person shall, on the grounds of race, color, religion, nationality, sex, marital status, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.



### **Monitoring**

The OSSE/ECE staff responsible for monitoring and evaluating the program will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee will be required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

### **Staff Requirements**

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- A Grantee receiving an award of at least \$100,000, and any of its sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid in compliance with the Living Wage Act Of 2006 (Act), as Amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/ECE Grant Monitor.

## **SECTION IV: APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than **3:30 p.m., September 20, 2010**. All applications will be recorded upon receipt. Applications accepted at or after **3:30 p.m. on September 20, 2010** will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and five (5) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the Applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

D.C. Office of the State Superintendent of Education  
Division of Early Childhood Education  
810 First Street, NE  
4<sup>th</sup> floor  
Washington, DC 20002

Applicants should allow at least one hour before the deadline time to clear security protocols.

### **Mail/Courier/Messenger Delivery**

Applications mailed or delivered by messenger/courier services must be received on or before **September 20, 2010**. Applications arriving via messenger/courier services after the posted deadline of **September 20, 2010** will not be considered for funding. Application packages must be delivered to and received by an OSSE/ECE staff member and not left at the security desk or other location by the courier services.

## **SECTION V: REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The Review Panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The Review Panel will review, score, and rank each Applicant's proposal. Upon completion of its review, the Review Panel shall make recommendations for awards based on the scoring process. The OSSE/ECE shall make the final funding determinations.

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

**Table 1: Scoring Criteria**

ITEM	CRITERIA	Points
<b>A.</b>	<b>PROGRAM DESIGN AND WORK PLAN</b>	
	The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.	20
	The Applicant describes, in detail, how the Program Scope and requirements will be accomplished in a timely, responsive, efficient, and cost-effective manner.	15
	<b>TOTAL, PROGRAM DESIGN AND WORK PLAN</b>	<b>35</b>
<b>B.</b>	<b>PERSONNEL EXPERIENCE AND QUALIFICATIONS</b>	
	The program narrative and supporting documents clearly detail the qualification of key staff. Successful completion of the project is realistic given the qualification of key staff. In cases where the positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable.	10
	The Applicant demonstrates proposed personnel's experience and capability in providing monitoring and technical assistance to child care providers.	15
	<b>TOTAL, PERSONNEL EXPERIENCE AND QUALIFICATIONS</b>	<b>25</b>
<b>C.</b>	<b>ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE</b>	
	The qualification of the Applicant's organization, any partner organization, and key staff should demonstrate the ability to achieve the program goals and objectives.	10
	The Applicant describes the knowledge and experience relevant to the project scope and requirements and in serving the target population. The Applicant provides documented professional ties and experience working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.	15
	<b>TOTAL, ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE</b>	<b>25</b>
<b>D.</b>	<b>BUDGET</b>	
	The Applicant provides evidence of sound fiscal management and financial stability. The Applicant has documented the availability of resources that support the Applicant's organization other than the grant funds applied for. The Applicant provides evidence of sound fiscal management and financial stability. The Applicant will document the availability of resources that support the Applicant's organization other than the grant funds applied for.	10
	<b>TOTAL, BUDGET</b>	<b>10</b>
<b>E.</b>	<b>COMPLETENESS AND FORMAT OF THE APPLICATION</b>	
	The Applicant provides all the information requested in the RFA and attaches all supporting materials. The Applicant has followed the application format as specified in the RFA and remained within the specified page limits.	5
	<b>TOTAL, COMPLETENESS AND FORMAT OF THE APPLICATION</b>	<b>5</b>
	<b>MAXIMUM POSSIBLE SCORE</b>	<b>100</b>

### **Decision on Awards**

The recommendations of the Review Panel are advisory only and are not binding on the OSSE/ECE. After reviewing the recommendations of the Review Panel and other relevant information, the OSSE/ECE shall make a final decision on which applicant will receive funds and the amount to be funded.

## **SECTION VI: APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 1 pages**)
- Project Narrative (**Not to exceed 25 pages**)
- Work plan (**Not to exceed 5 pages**)
- Certifications, Licenses, and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; H – Collaboration Commitment Form; I – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of grant funds requested. (See Attachment A)

## **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

## **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the target populations, in general; and
- Experience serving providers and families within the community in this capacity. If no experience has been acquired, describe how past linkages to the target populations and the community will prove beneficial in this undertaking.

## **Work Plan**

The Applicant must submit a detailed Work Plan showing how the Grantee plans to provide the required services. The Work Plan must include, but not necessarily be limited to, the following elements:

- A description of how the Applicant will identify, recruit, enroll, retain, train, and network with the in-home and relative child care providers;
- Anticipated number of participants;
- Proposed training curriculum and schedule;

- Proposed networking program;
- Resource materials to be used;
- Proposed newsletter format, topics, and sources of information;
- Equipment and facility to be used;
- Names and qualifications of the proposed program staff including, but not be limited to, training qualifications;
- Provisions for working with limited- or non-English-speaking in-home and relative child care providers;
- A description of how results will be tracked and, if necessary, what remedial steps the Grantee will take to ensure that the minimum results will be met; and
- The manner in which staff or subcontractors employed by or under contract to the Grantee is hired.

The Work Plan must be supplemented by the following items:

- Organizational charts showing both the Applicant's organizational structure and the operational structure of the proposed program. These charts must include the name, title, and reporting relationship of each individual.
- Resumes for each key individual shown on organizational charts.

### **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at the budget.

Personnel:	Show proposed salaries and wages for all project staff.
Fringe Benefits:	Include proposed benefits expenditure including fringe rate.
Travel:	Show proposed expenditures for local travel only, including estimated staff, consultant and participant travel. This grant does not allow for out-of-town expenditures.
Materials and Supplies:	List proposed supplies and educational materials.



- Other: Rental or leasing of space for the project, utilities, telephone service, insurances, printing, copying, subscriptions, postage and maintenance services directly related to project activities.
- Indirect: Show calculation and indirect cost rate. The indirect cost rate should not exceed ten percent (10%).

### **Certifications, Licenses, and Assurances and Acknowledgement**

Applicants shall complete Attachments B and C and return the attachments with the application. If the applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items should include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an appropriate benefit. This document shall be agreed upon and signed by all board members.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, bookkeeping, and transaction comparison or review.
- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. ***It will take approximately 7 to 10 business days to process.***
- Proposed organizational chart for the project.
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Letters of support or endorsements.
- Staff resumes (if applicable).

- Planned job descriptions (if applicable).

**SECTION VII: LIST OF ATTACHMENTS**

- Attachment A Applicant Profile**
- Attachment B Certifications, Licenses, and Assurances**
- Attachment C Acknowledgement of District and Federal Statutes**
- Attachment D Submission Receipt**
- Attachment E Work Plan**
- Attachment F Staffing Plan**
- Attachment G Budget**
- Attachment H Budget and Funding Information**
- Attachment I Board of Directors List**
- Attachment J Collaboration Commitment Form**
- Attachment K Statement of Confidentiality**

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## Attachment A: Applicant Profile

Place this form at the front of the application.

**Applicant's Name:** \_\_\_\_\_

**Type of Organization (check all that apply):** ☐ **Non-Profit Organization (501 (c)(3))**

☐ **Minority-Owned Businesses** ☐ **Women-Owned Businesses**

☐ **Small, Local, Disadvantaged Business Enterprise**

☐ **Other:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal Tax ID Num-  
ber:** \_\_\_\_\_

**D-U-N-S® Number** \_\_\_\_\_

**Program Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Budget:**

**Total Funds Requested: \$** \_\_\_\_\_

---

**Signature**

**Title**

**Date**

---

**Name of Organization**



Office of the State Superintendent of Education

DISTRICT OF COLUMBIA  
MAYOR ADRIAN M. FENTY

## **ATTACHMENT B**

### **Certifications, Licenses and Assurances**

#### **Financial Records**

All sub-grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

#### **Overdue Due Taxes**

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

#### **Administrative and Financial Capability**

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

#### **Implementation Capability**

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the applicant has a satisfactory performance record performing similar activities as detailed in the award;

The applicant has a satisfactory record of integrity and business ethics;

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The applicant is in compliance with the applicable District licensing and tax laws and regulations.

### **Misconduct Certifications**

The applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Assurances**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation

Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.

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**CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC**

**The District of Columbia**

This document was acknowledged before me on \_\_\_\_\_ [Date] by  
\_\_\_\_\_ [name of principal].

[Notary Seal]  
\_\_\_\_\_

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: \_\_\_\_\_

**Acknowledgement of Authorized Representative**

*As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances*

\_\_\_\_\_  
**Typed/Printed Authorized Representative and Title**

\_\_\_\_\_  
**Signature of Authorized Representative**





## Office of the State Superintendent of Education

DISTRICT OF COLUMBIA  
MAYOR ADRIAN M. FENTY

### ATTACHMENT C

#### Applicable District and Federal Statutes and Regulations Acknowledgement

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*)
- Title II of the Americans with Disabilities Act
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*)
- Rehabilitation of the Handicapped Act (Section 504)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*)
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01

- 
- Title VI of the Civil Rights Act of 1964
  - District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*)
  - Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
  - Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended)
  - District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
  - District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
  - District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
  - Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
  - Pre-K Enhancement and Expansion Amendment Act of 2008
  - United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
  - The Pro Children Act of 1994, Part C, Pub. L 103-227

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

\_\_\_\_\_  
Authorized Representative Signature and Title

\_\_\_\_\_  
Date

---

## Attachment D: Submission Receipt

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION  
DIVISION OF EARLY CHILDHOOD EDUCATION  
810 1<sup>ST</sup> STREET, NE, FOURTH FLOOR  
WASHINGTON, DC 20002  
ATTENTION: HELEN JORDAN

### THE OSSE/ECE IS IN RECEIPT OF A PROPOSAL FROM:

---

Contact Name/ Please Print Clearly

---

Organization Name

---

Street Address

---

City

State

Zip Code

---

Phone

Fax

Amount Requested

#### ECE USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

---

RECEIVED ON THIS DATE

/

/2010

Received by: \_\_\_\_\_

---

**APPLICATIONS WILL NOT BE ACCEPTED AFTER OCTOBER 4, 2010, 3:30 P.M.  
DST**

## Attachment E: Work Plan

<b>Agency:</b>				<b>Submission Date:</b>								
<b>Services Area:</b>				<b>Project Manager:</b>								
<b>Budget:</b>				<b>Telephone #:</b>								
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
<b>Objectives:</b>												
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

## Attachment F: Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	% of Effort	Start Date

## Attachment G: Budget

<b>Agency:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number</b>	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

## Attachment H: Budget and Funding Information

Organization Name \_\_\_\_\_

Organizational Fiscal Year \_\_\_\_\_

FY Budget \_\_\_\_\_ Income \_\_\_\_\_ Expenses \_\_\_\_\_

List all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title (if applicable)</i>

## Attachment I: Board of Directors List

Name	Phone	Email	Length of Term	Position on Board (i.e. Chairman, President, Treasurer)	Primary Affiliation (i.e. Children's Hospital, Community Member, Bank of America)

### Human Resources

Number of Full Time Employees: \_\_\_\_\_ Number of Part time Employees: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_



## Attachment J: Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. A form must be provided for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):		
Name:		
Address:		
Telephone:	Fax Number:	Email Address:
Describe how you organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources. (Use additional blank sheets if needed.)		
The signatures below indicate that the organization has collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.		
Authorized Representative(s):		
Type Name(s):		
	Tel.:	
	Tel:	
	Tel:	
Signatures:		
	Date:	
	Date:	
	Date:	

**MAY BE SINGLE-SPACED**

## Attachment K: Statement of Confidentiality

### GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

---

Signature

Title

Date

---

Name of Organization